

Browning Building Rental Rules and Procedures (1/25/10)

Alcohol

- No persons shall possess or consume alcoholic beverages on County Parkland except in accordance with the Alcohol Use Policy of the Division and with valid permit issued by the Division Director. *County Code #1-12-45*

Amphitheater

- A special request form must be completed and approved if the renter wants to use the amphitheater.

Animals

- No pets are allowed in the building.
- A special request form must be completed and approved if animals other than guide animals are to be in the building.

Capacity - Standing

- The standing capacity of the entire building is 236 by authority of the Frederick County Fire Marshall.
- The standing capacity of the Pine Room is 141 by authority of the Frederick County Fire Marshall.

Chairs/Tables

Renters may use the available tables and chairs. Please do not drag the tables and chairs.

- 12 round tables - 4-foot (5-6 chairs per table)
- 10 rectangular tables - 8-foot (8 chairs per table)
- 123 stacking chairs

Children

- Children are to be supervised at all times by an adult.

Cleaning

- Cleanup must be completed by the rental end time as stated on your rental application.
- Follow cleaning procedures posted inside janitor closet.
- Cleaning and paper supplies are located in the janitor closet.
- Failure to leave building in good condition may result in loss of your security deposit.

Closing the Building

- Follow procedures posted by the front door.
- Please make sure door pins are engaged on the double doors before leaving

Decorations

- Do not tape, thumbtack, nail, or staple decorations to the walls.

Doors (Automatic/Handicap Accessible)

- Do not prop door open. This can result in damage to door mechanism.
- Groups will be responsible for any damage.

Emergencies

- In case of emergencies please follow the procedures posted next to the telephone.

Fires/Grills

- In case of fire alarm, immediately evacuate building.
- Make sure you know where the fire extinguishers are located.
- Use of grills or other cooking devices on the deck is prohibited.
- No open flames allowed in building, including candles.
- You may use the fireplace. Please make sure it is turned off before you leave.

Food

- Caterer's equipment cannot be delivered before the day of the rental. It must be promptly removed at the conclusion of the rental.
- No cooking is to take place – food can only be reheated.

Hours

- The building may be rented from 10 a.m. to 10 p.m. (During the winter months the park gate is locked promptly at 10 p.m.) Please allow ample time for cleanup so that you and your party can be out of the building by the time stated on your rental application. Failure to comply by these hours may result in the loss of your security deposit.

Keys

- Pick-up:
Keys to the building are to be picked-up at 118 North Market Street, Frederick on the business day closest to the rental date. Only the individual who completed the rental application may pick-up the keys. This person must also show photo ID at the time of key pick-up.
- Drop-Off:
At the end of the rental time, the keys are to be left in the drop box at the Browning Building. If the key is not left in the drop box at the end of the rental, the renter is responsible for any damages to the property or building that occur while in possession of the key.

Kitchen

- The kitchen may be rented for an additional fee.
- No cooking is to take place – food can only be reheated.
- You will need to supply hot mats, serving utensils, dishtowels, potholders, etc.
- Follow cleaning procedures posted inside the kitchen.

Lost and Found

- The Division is not responsible for any personal property left in the building or on the park grounds. You may call 301-600-2353 to inquire about lost items.

Music/Noise

- Sound volume must be kept to a level so as not to create a nuisance.
- A special request form must be completed and approved if amplified music is to be used during the rental.

Parking

- No parking in upper parking lot except for handicapped.
- Loading and unloading zone has a 10-minute limit.
- Violators of parking restrictions are subject to citations.

Refund Policy

- Requests for refunds must be received by the Division of Parks and Recreation at least 10 business days before the reservation date. A minimal \$4 process fee will be charged for each refund. Please allow at least 3 weeks for refunds to be processed. There can be no refunds of a reservation if a transfer has been made.

Room Temperature

- The building is kept at 68° year round.
- Do not tamper with the thermostat boxes.

Smoking

- Smoking is not permitted in the building.

Special Request Forms

- Special request forms can be downloaded from the internet at www.Recreator.com (click on parks facilities tab) or sent to you by calling the Reservationist at 301-600-1646. This form is used to request permission for the use of amplified music, use of the amphitheater, etc. Please call the Reservationist if you are unsure if a special request form is required.

Telephone

- The telephone, located inside the janitor closet, may only be used for local emergency calls.

Transfer of Reservation to another Date

- Requests to transfer the reservation to another date must be made at least 5 business days before the original reservation date. A \$10 processing fee will be charged. No change in the reservation date will be made until the Reservationist receives the \$10 processing fee. There can be no refunds of a reservation once a transfer has been made.